



TRANSFER OPPORTUNITY FOR CURRENT STATE EMPLOYEES

LABOR RELATIONS SPECIALIST*

Department of Industrial Relations
Division of Administration
Personnel Office/Labor Relations Unit

Position: Labor Relations Specialist
Salary: \$5079- \$6127
Location: 801 K Street, Sacramento, CA 95814

Duties: Under the general supervision of the Department's Labor Relations Manager, function as an Employee Relations Officer for the Department of Industrial Relations, provide training and advice to members of the Department's management staff with regard to employee relations matters under the Ralph C. Dills Act performing the following duties: Prepare for and participate in State-level negotiations with the exclusive representatives for bargaining units where the Department is significantly represented for these units; prepare input for DPA and State negotiating teams on DIR's practices and positions on employee relations matters pertaining to all bargaining units in which DIR has employees; Provide consultation and guidance on contract administration, grievances, and complaints to managers and supervisors; recommend grievance resolution alternatives; provide functional direction to labor relations and personnel analysts on employee relations matters. With other members of the DIR management staff, meet and confer with employee organizations at the Department level to negotiate resolutions to problems. Advise and assist DIR management in the interpretation, implementation and enforcement of provisions of labor agreements and other policies, procedures and laws related to the State's Labor Relations Program; work with management to resolve difficult employee issues; provide early intervention services to resolve issues informally whenever possible. With the LR Manager, plan and conduct formal training for members of the DIR management staff on labor relations, contract administration, grievance handling and working with stewards; consult with and advise management staff on employee relations matters. Develop and present labor relations training to managers and supervisors in DIR including oral presentations and development of printed materials, including manuals, handbooks, and guidelines. Consult with DPA staff where necessary and represent DIR at DPA-sponsored meetings, conferences, etc., as requested. Assist the LR Manager and DPA attorneys in the preparation for and conduct of grievance arbitration proceedings and Unfair Practice Charge hearings; attend meetings, conferences and training sessions relating to employee relations matters. Conduct studies and special projects related to employee relations activities; perform other duties as required.

****Will consider downgrading position to Labor Relations Analyst***

SROA and Surplus Employees will be given first consideration and are encouraged to apply.

Current State employees who are eligible for transfer or list appointment to the above class may apply by sending a completed State application (Form STD 678) to:

Department of Industrial Relations
Personnel/Admin
P.O. Box 420603
San Francisco, CA 94142-0603
Attention: Vickie Goodwin
(415) 703-4385 CALNET 593-4385

Applications accepted until **July 24, 2008**, or until position filled.

Applications will be reviewed and interviews for some or all applicants may be scheduled subsequently.

CALIFORNIA STATE GOVERNMENT - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.